

**Plains Alternative
Learning Center
2017 – 2018
Student Building
Handbook**



The administration strongly suggests that students do not to bring their cell phone to school !!!



The school is not responsible for any phone which is stolen or broken while in your child's possession on school property.



Luzerne Intermediate Unit 368 Tioga Avenue Kingston, PA 18704 Telephone: 570-287-9681
 Dr. Anthony Grieco Executive Director
 Mrs. Mary Jo Fulton Secretary to Executive Offices
 Website: www.liu18.org

LIU #18 SCHOOL BOARD DIRECTORS

Dave Usavage	President	Wyoming Valley West
Peter Lanza	Vice President	Northwest Area
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Dino Galella		Wilkes-Barre Area
Larry Schuler		Dallas Area

The board meetings are held at 6:30 pm at 368 Tioga Avenue in Kingston on the last Wednesday of the month

JKM Safe Crisis Management Training

The Company History

Since 1982, JKM Training, Inc. has provided a comprehensive continuum of prevention, de-escalation and safe emergency intervention strategies for responding to aggressive behavior in social service agencies and schools. Whether you are working with oppositional and defiant individuals or emotionally disruptive individuals, SCM provides staff with a capacity to prevent or safely respond to dangerous situations.

Our Mission:

The mission of JKM Training, Inc. is to provide professional training that is based upon an uncompromising respect for the dignity of all persons and a recognition that best practice training contributes to safety, positive growth and improved performance.

Our Philosophy:

We are committed to the welfare and the positive growth and development of individuals.

We care about individuals.

We know that organizations which provide consistency achieve better outcomes regarding staff retention, staff performance and growth of individuals.

We believe staff must be competent when working with individuals.

We believe in professional courage: *“Doing what’s right, even when it’s difficult”*.

Our Message:

The safe management of “harm to self or others” behavior may well be the most demanding professional task faced by teachers and social service personnel. Success in these situations requires a set of knowledge and skills. In addition, intervention staff must possess a true commitment to assisting individuals even when their behavior is most challenging.

Alternative Learning Center Contact Information

ALC Mission Statement

The purpose of the Alternative Learning Center is to provide a setting in which students experience academic success after being unable to perform in a traditional school situation. Our goals are to provide a highly structured environment through which students can maximize their academic potential and accelerate learning so that they gain credits to achieve a high school diploma, to modify behavior and promote mutual respect. We offer developmentally appropriate challenges and experiences for social and academic growth in a safe and positive environment. By empowering collaborative relationships between parents, students, staff, and community, we shall establish and maintain open channels for communications.

School Website

The Plains Alternative Learning Center maintains its own website and is responsible for content posted on it. The school maintains the website through a cooperative agreement with the district technology department. The ALC Website includes many essential features and important information students and parents will find useful throughout the school year. Information such as upcoming events, special announcements and emergency closings are posted.

Student Assessments

Upon entry into the program, each child will be given a standardized assessment in three areas: Math, Reading, and Behavior. The results of these assessments will be shared with the guardians and utilized to enhance the engagement of the student both academically and behaviorally while enrolled at the school.

Counseling Component

As per the Pennsylvania Department of Education Alternative Education Guidelines, all students are required to participate in a counseling component of the program while enrolled in an alternative education school. Our program is designed to improve social, emotional, & academic skills in all students. It is designed to help develop supportive relationships and prepare them for their academic challenges as well as their transition into our community. A licensed Social Worker is on staff & meets with students as per schedule.

Required Staff Training

The staff at the ALC has over 150 years of Safe Crisis Management experience and training amongst them in interacting with "At-Risk Youths". The staff is required trainings that they have completed in order to properly engage students that are entering a crisis, or experiencing a crisis. The Safe Crisis Management manual is on file in the office and available for review at any time. 1. Safe Crisis Theory 2. Emergency Safety Intervention

Smoking / Tobacco Products

The possession/use of tobacco products, including cigarettes, electronic cigarettes, tobacco snuff, chewing tobacco and alcoholic beverages on school property is strictly prohibited. Any student who violates this regulation will be subject to administrative disciplinary action. Furthermore, any student who is in possession of contraband is subject to a fine, according to the borough ordinance (magistrate fines) and Title 18 of the Pennsylvania Crimes Code (Act 145 of 1996).

ALC Exit Criteria

According to alternative education law, all approved programs must have an exit criteria in place for all students. Each student must be evaluated either formally or informally each 90 days. A student will be required to meet the standards listed below to be recommended for their return to their sending district:

1. Students must have an 85% attendance rate while enrolled at the ALC.
2. Student must be maintaining at least a "C" average in their academic classes,
3. The child must have an appropriate / positive behavior report.

All students will be evaluated by the ALC Administration at the conclusion of the first semester in the program. The ALC will then inform the guardians, sending district, student, and any other agency providing services to the child of the Evaluation Report. Any guardian requesting a formal meeting regarding the Evaluation Report must contact the ALC.

Attendance Policy

The State Board of Education requires that school-aged pupils enrolled in school must attend regularly in accordance with the laws of the state. Curricula are planned & courses are taught as a progression of learning activities & ideas, with each day's work building on work previously done. When children are absent, they miss the steps in the learning hierarchy; absent children cannot be taught. Students are required by Pennsylvania State Law to attend school until the age of seventeen.

In accordance with the **PA Truancy Elimination Program**, the following modifications have been made to the ALC Attendance Policy. Every child of compulsory school age having a legal residence in Pennsylvania must attend a school in which the subjects prescribed by the Standards of the State Board of Education are taught.

What happens when a student is absent?

All absences are treated as unlawful until the school receives a written excuse explaining the reason for absence. The written note for absence must be received within three calendar days of the absence and turned into their homeroom teacher. If the excuse is not received within 3 days of the absence, the absence would be permanently counted as unlawful. A phone call will go out as soon as possible to inform parents of all absences by the homeroom teacher.

- (1) **First unlawful absence:**
A phone call will be made to the guardian with a reminder of the new truancy laws in the state.
- (2) **Second unlawful absence:**
A phone call will go out to the guardian with a reminder of the new truancy laws in the state
- (3) **Third unlawful absence:**
School will send a certified letter informing them of the child's third illegal absence. Attached to the notice will be the penalties for violation of compulsory attendance requirements. School will also coordinate a meeting to discuss the cause of the child's truancy. A Student attendance improvement plan (SAIP) will be developed that all team members will sign.
- (4) **Subsequent Unlawful Absences:**
After the meeting, if another unlawful absence occurs, the school will send a send a certified letter to inform the parent that the student has violated the SAIP/compulsory attendance law and inform the parent that a citation will immediately be sent to the magistrate.

What is a lawful absence?

Illness	Family Emergency
Death of a family member	Medical/dental appointments
Educational travel with prior approval	Authorized school activities

A maximum of 10 lawful absences verified by parental notification in writing are permitted per school year. Absences over 10 total days per year require an excuse from a Physician. Upon the accumulation of 10 lawful absences, any subsequent absence without a Doctor's note will be considered unlawful and subject to the above consequences.

Proceedings and Penalties for Violation of Compulsory Attendance Requirements (24 PS 13-1333 and 1338.1)

A. School Code

Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met. While school districts are required to give three days written notice of violation of compulsory attendance prior to proceeding against the offending party it is strongly recommended that school districts make a concerted effort to address the cause of a child's truant behavior before referring the child to another system.

Possible sentences for parents found to be in violation of compulsory attendance law:

Paying a fine up to \$300 for each offense and court costs, or
 · Completing a parenting education program, and
 · In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five days.
 · Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months. (Magisterial district judges may suspend all or portions of the sentence if the child is no longer habitually truant.)

The board of school directors may bring a student before the court. Possible dispositions for children found in violation of compulsory attendance law:

1. If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:
 - A) Subject to a fine of no more than \$300 for each offense, or
 - B) Assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520,
 - C) Alleged to be dependent under 42 Pa.C.S. §6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program.
 - D) Referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302(5), in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant

(Magisterial district judges may suspend all or portions of the sentence if the child is no longer habitually truant.)

- 2. Any child who has not attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by the school district for services or possible adjudication as a dependent child as defined under 42 Pa.C.S. § 6302(5).
- 3. For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.
 - A) First conviction, child’s operating privilege for operating an automobile will be suspended for 90 days.
 - B) Second or subsequent conviction, the child’s operating privileges will be suspended for 6 months.
 - C) Children who do not yet have a driver’s license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.

4. If a student of compulsory school age cannot be kept in school on account of truancy, the school district may proceed against the student before the juvenile court.

B. Further corrective measures for violation of compulsory attendance:

General protective services are defined as services to prevent the potential for harm to a child. Under Title 55 Pa Code, Chapter 3490.223, children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the county children and youth agency for assessment as possibly needing services until after the school district has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

➤ Each student’s sending district is emailed once a week regarding the child’s attendance. Students attending the ALC will be held accountable for the attendance policy of their sending school district and may be brought to court to address truancy / attendance violations.

➤ **No student is allowed to leave school building for any reason during the day without a written permission slip or a phoned-in excuse from the student’s guardian. Failure to follow this procedure may result in disciplinary action. If a child leaves the school without permission, they will be marked truant and they will forfeit their academic requirements for their current class.**

➤ Students must inform the main office immediately when they have changed their residency or telephone number. It is the responsibility of the guardians to provide updated emergency contact information.

Truancy Procedures

Students who are absent from school without the knowledge and approval of their parents are considered to be truant. Students are “marked” as truant if they leave the school with the proper permission. Unexcused absences and truancy are never approved or condoned by the school. Proper measures will always be taken to curb truancy. Truancy will result in legal action, which may result in a fine, jail term, or both. Each student’s attendance card will be forwarded to their sending school/district once a week for review. The district will determine the disciplinary action that will be taken toward the delinquent child.

Transportation Policy & Contacts

Transportation of students to the ALC is provided by a variety of contractors which are determined by their school district. The student’s school district **MUST** be contacted if there are any concerns or questions in regards to their child’s transportation. **UNLESS, they are from the Wilkes-Barre Area School District**, then the contact is the Luzerne Intermediate Unit #18 at 570-287-9681 and ask for Kathy Aidingler. Students are not allowed to exit the vehicle at any time unless directed by a staff member to exit the vehicle. Once on school property, students are not allowed to leave school property. Students are **not permitted** to drive to school, unless the student’s LEA approves it. It is a right to drive to school and it can be denied at any time. It must be understood by every parent and student that actions on a school vehicle that endanger the health, safety, or property of another person may lead to exclusion from the school vehicle & appropriate charges being filed.

- 1. The driver is in complete authority and is to be treated with respect at all times.
- 2. All students must be seated and use seat belts while in the vehicle.

3. Students may not leave the vehicle other than their assigned stop, unless they possess a note from their parent that has been approved by the office. This permission slip must contain a contact number so that verification may be confirmed.
4. Destruction of property, swearing, smoking, eating or unruly behavior is prohibited.
5. Students are to go directly into the school upon exiting the vehicle. Leaving school property will lead to disciplinary measures by the school.
6. Students must only utilize their assigned vehicles for transportation.
7. Transportation evacuations will be conducted during the year.

Videotaping of Students on Transportation

The LIU #18 allows the districts to use audio/video taping on transportation vehicles to enhance the safety and accountability of all students. Video-taping acts as a deterrent to misbehavior and can be used to determine appropriate / inappropriate behaviors with regard to transportation discipline.

Documented Incident

A documented incident shall be defined as any event in which a teacher needs the intervention effort of the ALC administration or any staff member to resolve a behavioral issue that is disruptive to the educational process. Any incident shall require proper written documentation and follow-up Restorative Circle. An incident can also occur between students and any other staff member. *The staff member is required to contact the guardian of the incident.*

Emergency Forms

Parents or guardians are required to complete an emergency form with necessary information and return them to the main office prior to admission. If a student has a chronic ailment, defect or handicap, the school nurse should be made aware so the correct treatment can be administered in case of an emergency. It is important that the authorization for medical treatment is signed in case the parents or guardian cannot be contacted. All information concerning the above is considered confidential.

Searches of Students

The Plains ALC is committed to the protection of the health, safety, & welfare of all students, employees, visitors, & school district property. Students will be required daily to participate in a search of "mild inconvenience" upon arriving at school.

- Trained ALC staff members will conduct the search utilizing security wands
- No expectation of privacy should be realized while on school grounds or using school facilities.
- At the conclusion of the search, other than an open beverage, all contraband items will be placed in the student locker and locked by staff.
- Open beverages are not allowed to be brought into the school at any time. A student in possession of an open beverage will be required to give it to staff immediately upon entry. The beverage will not be returned to the student.
- Students that leave school property & return to school are not permitted to bring food or beverages into the school.
- With reasonable suspicion, searches will be conducted of any item or items, on or about any person including, but not limited to, personal effects such as purses, handbags, backpacks, gym bags, and anything, that could be used to conceal illegal drugs, weapons, explosives, alcohol, drug paraphernalia, cigarettes, E-cigarettes, Vape devices, incendiary devices or anything which could endanger the health, safety, and welfare of an individual.
- The search will be conducted by an adult of the same sex as the student in the presence of a second adult witness.
- The assistant principal shall notify the guardian that a personal search of the student was conducted as soon as possible after the search has occurred.
- In extreme emergency situations or where a more intrusive search of the student's person may be required, such a search may only be conducted in private by a school official of the same sex, and with a second adult witness of the same sex present, and only upon prior approval of the Program Director or the assistant principal, and with approval of the student's guardian. This procedure will be followed unless the health, safety, and welfare of the student population could be endangered by the delay.
- Any illegal, unauthorized articles, or other prohibited articles found as a result of searches of the student's person may be seized and used as evidence against the student in disciplinary proceedings.

- All evidence will be turned over to the School Resource Officer. The Plains ALC / SRO and the Plains Police Department have a memorandum of understanding which is required to be followed in the event of a criminal act. The magistrate and police shall make all decisions regarding legality of specific serious behavior in which illegal activity is suspected.
- In the event of a school official conducts any search of the student's person, an incident report shall be prepared as soon as practicable after the search occurs, outlining the reasonable suspicion for conducting the search, and describing the manner in which the search occurred, including witnesses, date, time, location, duration, and the results of the search. Guardians will be contacted.
- Where school authorities have a reasonable suspicion that the student has materials, which pose a threat to the health, welfare, and safety of students in the school, students can be searched at any time without prior warning.
- The student may be asked to voluntarily reveal the contents of pockets, pocket books, handbags, book bags, shoes or other personal articles.
- A search of a student's person or possessions conducted at the request of the law enforcement officials shall be permitted only when there is a clear and immediate threat to the health, safety or welfare of other students or school employees, or upon a properly executed search warrant presented to school officials.
- Reasonable Suspicion is standard of proof that's more than a "gut feeling". It includes the ability to articulate reasons for the suspicion.
- Pat-Down Search A search for contraband by lightly patting the outside of a student's clothing.

Hand Held Metal Detector Procedures

The purpose of using a metal detector is to increase security in our school and to aid in protecting students and staff. Unless otherwise instructed by the ALC administrator, metal detectors will only be used at the following times:

1. Each morning to inspect students entering the school,
2. To search a student when "reasonable suspicion" has been determined that the student may be carrying contraband,
3. On random checks when authorized by the ALC administrator.

ESPI Techniques:

In no way can the actions of a student be disruptive to the educational process or endanger the health and safety of others. A strong, consistently reinforced, behavior management system is essential to student success. Therefore, even if a parent or legal guardian prohibits the use of corporal punishment, Pennsylvania School Code, allows the use of reasonable force by all staff, teachers, and administration in the following situations:

1. To quell a disturbance
2. To obtain weapons or dangerous objects
3. For the purpose of self defense
4. For the protection of persons or property

Probation Officer

In conjunction with the Luzerne, Lackawanna and Wyoming County Juvenile Justice Systems, a probation officer is assigned to visit their clients at the ALC. The probation officer will be available to their clients on a daily basis. It is not the responsibility of the probation officer to handle school related issues such as discipline.

Visitation Policy

In order to protect the students, staff, and property of the school, the following regulations involving visitors are in effect:

1. All visitors must be for business or educational purposes only. No social visitations will be authorized.
2. Upon entering the school, all visitors must report directly to the Main Office and sign the visitor's log.
3. A visitor's pass will be issued at the discretion of the ALC Administration. No one, other than ALC staff, administration, or registered students, is permitted in any area of the school without a pass.
4. Before leaving, visitors shall return the pass to the main office and log out. Any person willfully violating these regulations may be prosecuted.

Building Staff Telephone & E-Mail Directory

Call the MAIN school telephone number 570-408-8100; then when prompted, enter the extension of the intended staff member...

Administration	Title	Extension	E-Mail
Mrs. BJ Segear	Assistant Principal	2005	bjsegear@liu18.org
Mrs. Michele Fadden	Administrative Secretary	2000	mfadden@liu18.org
Ms. Peggy Amory	School Nurse	2007	pamory@liu18.org
Mr. Ronald Musto, Jr.	Program Director	2003	rmusto@liu18.org
Mr. Jim Scott	School Resource Officer	2035	jscott@liu18.org
Ms. Ann Etter	Cafeteria Supervisor	7110	aetter@wbasd.k12.pa.us
Mrs. Kathy Aiedingler	Transportation Department	4629	kaiedingler@liu18.org
Mrs. Libby Krokos	Director of Special Education	9681	ekrokos@liu18.org
Mr. Frank Ramiza	Mathematics	2021	framiza@liu18.org
Ms. Andrea Fleming	Mathematics	2027	alenivy@liu18.org
Mr. Joe Dombroski	Language Arts	2028	jdombroski@liu18.org
Mrs. Gia Fahey	Language Arts	2022	gfahey@liu18.org
Mr. Tom Bell	Social Studies	8120	tbell@liu18.org
Mr. Gerry Gilski	Social Studies	2002	gilski@liu18.org
Mr. Steve Baran	Life Skills	2019	sbaran@liu18.org
Mr. Bill Brandenburg	Science	2017	bbrandenburg@liu18.org
Mr. Rich Gray	Science	2025	rgray@liu18.org
Mrs. Darci Berti	Credit Recovery	2024	dberti@liu18.org
Mrs. Amanda Benbow	Social Worker	2019	abenbow@liu18.org
Mrs. Tracy Ghannam	Supplemental Support	2023	tghannam@liu18.org
Mrs. Beth Kennedy	Teacher Associate	2023	bkennedy@liu18.org
Mrs. Kim Pohlidhal	ALC Itinerant Support	2014	kpohidhal@liu18.org
Ms. Amanda Cole	Emotional Support Teacher	2016	acole@liu18.org
Mrs. Robin Altobelli	Teacher Associate	2016	raltobelli@liu18.org
Mrs. Kim Geisinger	Emotional Support Teacher	2026	kgeisinger@liu18.org
Mr. Richard Schmid	Teacher Associate	2026	rschmid@liu18.org
Ms. Janelle Gaiteri	Emotional Support Teacher	2021	jgaiteri@liu18.org
Mr. Paul Fazio	Teacher Associate	2021	pfazio@liu18.org

2017 – 2018 Daily Academic Schedules

Alternative Learning Program

7:23 – 7:40	Student Arrival
	Homeroom / Breakfast
7:40 – 8:30	Academic Period #1
8:31 – 9:21	Academic Period #2

Drop Out Prevention Program

7:23 – 7:40	Student Arrival
	Homeroom / Breakfast
7:40 – 8:23	Academic Period #1
8:24 – 9:07	Academic Period #2

9:22 – 10:12	Academic Period #3	9:08 – 9:51	Academic Period #3
10:13 – 11:03	Academic Period #4	9:52 – 10:35	Academic Period #4
11:04 – 11:54	Life Skills	10:36 – 11:19	Elective Class
11:55 – 12:45	Elective Class	11:20 – 12:05	Physical Education
12:45 – 1:15	Student Lunch	12:05 – 12:27	Student Lunch
1:15 – 1:46	Physical Educ	12:27	Student Dismissal
1:46	Student Dismissal		

Act 80 Day Schedule (All Programs)

7:23 - 7:40	Student Arrival Homeroom / Breakfast
7:40 - 8:08	Period 1
8:09 - 8:37	Period 2
8:38 - 9:06	Period 3
9:07 - 9:35	Period 4
9:36-10:04	Period 5
10:05-10:33	Period 6
10:33-10:55	Student Lunch
10:55	Dismissal

Two Hour Delay Schedule (ALC)

9:23 - 9:40	Student Arrival Homeroom
9:40 – 10:10	Period 1
10:11 – 10:41	Period 2
10:42 – 11:13	Period 3
11:14 – 11:44	Period 4
11:45 – 12:15	Period 5
12:16 – 12:46	Period 6
12:46 – 1:17	Student Lunch
1:18 – 1:46	Physical Educ
1:46	Dismissal

Two Hour Delay Schedule (Drop Out)

9:23 - 9:40	Student Arrival Homeroom
9:40 - 10:10	Period 1
10:11 – 10:41	Period 2
10:42 - 11:13	Period 3
11:14 – 11:44	Period 4
11:45 – 12:15	Period 5
12:15 - 12:27	Student Lunch

Emotional Support Schedule

7:23 – 7:40	Student Arrival Homeroom/Breakfast
7:40 – 8:30	Academic Period #1
8:31 – 9:21	Academic Period #2
9:22 – 10:12	Academic Period #3
10:13 – 11:03	Academic Period #4
11:04 – 11:54	Academic Period #5
11:55 – 12:30	Academic Period #6
12:30 – 1:00	Student Lunch
1:01 – 1:46	Academic Period #7
1:46	Student Dismissal

Two Hour Delay Schedule (ES)

9:23 - 9:40	Student Arrival Homeroom
9:40 – 10:10	Period 1
10:11 – 10:41	Period 2
10:42 – 11:13	Period 3
11:14 – 11:44	Period 4
11:44 – 12:14	Student Lunch
12:15 – 12:45	Period 5
12:46 – 1:16	Period 6
1:17 – 1:46	Period 7
1:46	Student Dismissal

Weather Delay Scheduling Itinerary

In the event of a SCHOOL DELAY, the following schedule information for the Plains ALC is provided for your convenience. Since delays are called because of unforeseen circumstances, such as inclement weather or building emergencies, there are three delay plans:

ONE HOUR DELAY

Students report from 8:23 am – 8:40 am & dismissed at 1:46pm. There will be a lunch & breakfast program.

TWO HOUR DELAY

Students report from 9:23 am – 9:40 am and dismissed at 1:46 pm. There will be a lunch program *BUT* no breakfast program.

If a two hour delay occurs on a scheduled Act 80 Day, the Act 80 Day will be postponed and students will be dismissed at 1:46 pm.

Inclement Weather

The ALC Building will follow the Wilkes-Barre Area School District schedule regarding closings, delays, or early dismissal.

Students will follow two schedules in inclement weather. They will follow the Plains Alternative Learning Center and their sending district. They will utilize the one which provides them the later starting time. For example: A student from Wyoming Area might view the following information on television: Wyoming Area 1hour delay and Plains ALC two hour delay. If this were the scenario, the student would follow the two hour delay. The reason we follow this procedure is to provide our transportation providers the SAFEST route of travel possible to ensure the safety of all parties involved.

Weapons on School Property

It is unlawful for a student to possess lethal weapons in school buildings on school property, or at a school event. Pennsylvania Crimes Code 18 PA C.S. 912 states that it's a misdemeanor of the first degree to possess a weapon in the buildings of, or on grounds of, or in any conveyance providing transportation to or from the publicly funded educational institution.

No person shall possess, handle or transmit any cane, machete, pistol, gun, rifle shotgun (or any thereof), pellet gun, metal knuckles, or other object that can reasonably be considered to be a weapon or dangerous instrument in any school bus, on or off the school grounds, at any school activity, event or function. It is against the School's Policy for any person to possess a weapon in the building, on the grounds, or in any conveyance providing transportation to or from the Alternative Learning Center. A weapon is defined to include but not be limited to any knife, cutting instrument, cutting tool, non-chuck, stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

This rule also applies to the following:

- A firearm which is not loaded or lacks a clip or other components to render it immediately operable and components which can readily be assembled into a weapon.
- "Look a-likes" of any items listed above.
- The possession of spray mace and / or other noxious chemicals is a violation of the policy. Students must secure prior permission from school administration to bring defensive chemicals to school. Defensive chemicals must be stored in the office during the school day.

The signature of the guardian on the emergency form indicates that the parent is aware that Passive Restraints are utilized in the program to protect all students, staff and school property.

Fire Drill Procedures

In compliance with *Section 1517*, School Laws of Pennsylvania, evacuation instructions are posted on the front wall of every classroom. The following procedure is to be followed during fire drills:

1. Students shall walk quietly and rapidly to the nearest designated fire exit.
2. All classroom windows and doors are to be closed and lights turned off. **DO NOT LOCK DOORS**
3. Teachers must follow their class outside. Once outside, the class shall move to a safe distance from the school.
4. The teacher will then take roll to account for every student under his/her supervision.

Senior Class Project

All students enrolled at the ALC will be responsible for fulfilling their senior class project per the directions of their sending district. It is the responsibility of the student to meet this graduation requirement. With the consent of the district the student can complete the requirements as per the ALC guidelines. They are not required by all districts at the time.

Community Service Projects

Students enrolled at the ALC will have the opportunity to participate in community service projects, such as Pennies for Leukemia, Special Olympics, Rails to Trails and Breast Cancer Awareness. These activities can be used towards Senior Class requirements with the completion of a term paper.

Locker & Contraband Policy

Each student will be assigned a student locker. All lockers are under video cameras & the room is locked. Students aren't allowed to enter the locker room area without a staff member present. The lockers are property of the LIU#18. A locker is

loaned to a student for the safety and securing of their personal items. All contraband items must be placed in their locker. Items that are determined to be illegal or not essential to the educational process aren't permitted on school property, include, but are not limited to: musical devices, purses, backpacks, I-Pods, cameras, hats, coats, palm pilots, hand –held game units & other items not listed that the administration deems as 'contraband' & not essential to the educational process. The school recognizes that cell phones offer a degree of safety for parents and students during and after school hours. However, the potential for misuse of cell phones during school hours is high and therefore requires tight guidelines. Issues related to privacy, cheating, theft, damaged property, inappropriate content/communication, and overall distraction to the learning environment are very real problems schools have experienced.

- **Each classroom is equipped with a telephone. If a student needs to make or accept a telephone call throughout the course of the day, they need to be granted permission by the teacher of record.**
- If a student violates the policy, the appropriate disciplinary action will be taken as per the Discipline Procedures.

Grading System

Report cards are issued four times throughout the year. Each report is based on a forty-five day duration. It will be mailed home & forwarded to the district. If the parents aren't satisfied with any of the grades earned by their child, they may contact the ALC. Teachers are required to provide phone or mail updates monthly.

A +	100-97	4.0	<u>Criteria for Class Participation</u>	
A	96-94	3.8	Unexcused Absence	Grade
A -	93-90	3.6	0, 1	100%
B +	89-87	3.4	2, 3	90%
B	86-84	3.0	4, 5	80%
B -	83-80	2.6	6, 7	70%
C +	79-77	2.4	8, 9	60%
C	76-74	2.0	10, 11	50%
C -	73-70	1.6	12, 13	40%
D +	69-67	1.4	14, 15	30%
D	66-64	1.0	16, 17	20%
F	Below 64		18, 19	10%
			20 or more	0%

I – Incomplete ---This grade may be given when the student has not submitted the minimum assignments required due to illness or other extenuating circumstances. In general, incomplete grades should be removed by the end of a two-week period. Should this not occur, the grade will become an "F"

Student Dress Code

The following are daily Dress Code requirements for all students attending the ALC Building. Any school dress, which causes a safety hazard, is disruptive to the educational process, or could damage school property, is prohibited. Guardians are asked to use "common sense" in regards to their child's daily school wardrobe.

- Clothing with ornamentation, including chains, spiked jewelry and dog collars is not permitted.
- **Bare feet, stocking feet, pajamas, bathrobes or bedroom slippers are prohibited.**
- No bandanas, regardless of color, are to be displayed on an individual.
- **Clothing, which displays slogans, and/or pictures that are suggestive of the use of alcohol, tobacco, sex, suicide, drugs, lewd or illegal behavior, or contain obscene language is prohibited.**
- Halter tops, low-cut blouses/dresses, revealing tops & leather clothing (pants, vests, skirts, or shirts) aren't permitted.
- **No sleep apparel, spaghetti straps or midriff tops are permitted.**
- Dresses, skirts, and garments with slits must be longer than fingers with the arm and hand extended.
- **Shorts or skirts must be mid-thigh length.**

- No undergarments are to be exposed.
- **No spandex pants**
- Any garment, which is deemed to be too revealing, or tight fitting will not be permitted
- **Transparent or sheer clothing is prohibited.**
- Sunglasses are prohibited.
- **No garments intended to be worn as underwear may be worn as outerwear.**
- Standards of cleanliness and personal hygiene must be maintained.
- **No hats are to be worn in the building or in a student's possession. Hats must be placed in a locker.**
- Any student violating the dress code will be isolated until the situation is remedied; guardians will also be notified

Health and Medical Services

The health program in our school is formulated and implemented in compliance with the guidelines and practices of the Pennsylvania Department of Education; Division of School Health. It is a vital part of the education program in that its purpose is the attainment of optimum health for all students, which will assist in their learning process and aid in attaining their educational goals.

Medication Policy

The Pennsylvania Department of Health, which dictates school policies, states “no school nurse will dispense any medication to students at any time, except under direct order of a physician.” Students who must take medication during the day are to leave the medication with the nurse at the start of the school day. If a student is to receive medication during school hours, the medication must be delivered to the school by the parent or guardian. Prescription medication must be in their original containers. This policy includes over the counter items such as Tylenol & Motrin, etc.

All medications, prescriptions and non-prescriptions must be registered with the school nurse. Prescription medication requires parental written permission and the physician's permission (the current prescription label on the bottle of medication may be used for the physician permission). Parents must sign a special medication form which can be obtained from the nurse for both prescription and non-prescription medication. Verbal permission is not acceptable. Students are not allowed to carry and medication, vitamins, or food supplements with them during the school day. Failure to follow the medication policy can result in drug and alcohol guideline violations. Each situation will be handled on a case-by-case basis.

Drugs and Alcohol Policy

The Plains Alternative Learning Center recognizes that the abuse of a controlled substance is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, our school strives to prevent abuse of a controlled substance

For the purpose of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law
2. Look-alike Drugs
3. Alcoholic Beverages
4. Anabolic Steroids
5. Drug Paraphernalia
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for in school has been granted pursuant to school policy.

- Under the influence shall include any consumption or indigestion of controlled substances by a student.
- **The ALC prohibits students from using, possessing, distributing, & being under the influence of any controlled substances during school hours, at any time on school property including transportation.**
- The police, guardians & LEA will be notified in all incidences of possession, consumption, or distribution of prohibited substances. Legal charges may be filed.

Student Rights and Responsibilities

Within the school's environment, discipline is one of the most important characteristics of the school program. Students share with the administration and staff a responsibility to develop a climate within the student's right to an education and the teacher's right to teach without any unwarranted interferences by a student. A basis for attaining this goal, is outlined as follows:

- **Discipline will be maintained at all times. No student has the right to interfere with the educational process.**
- **Teachers must be treated as highly trained professionals at all times.**
- **The school has the responsibility of protecting its students from dangerous, harmful and corruptible influences. High moral standards, respect, and courtesy will be emphasized at all levels.**
- **Parents are legally and financially responsible for their children's actions. This includes deliberate destruction and defacement of school property as well as injuries inflicted on students and staff.**
- **A record will be kept of each student's inappropriate actions and will be referred to for disciplinary reasons. This record will be kept active until the student leaves the program or graduates.**
- **It is the responsibility of the students to be aware of all school rules.**
- **All persons between the ages of 6 and 21 years have the right to a free and full education. No student may be denied this right based on race, religion, gender, and national origin.**
- **Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, is obscene, or interferes with another's individual rights.**
- **The wearing of buttons, badges, or t-shirts bearing slogans or sayings shall not be permitted if the message is obscene, libelous, or incites students to create unlawful acts.**
- **No student should bring large amounts of money, jewelry or valuables to school. The ALC is not responsible for lost or stolen valuables.**
- **It is the responsibility of each student to attend school daily, conscientious effort in the classroom work, and conformance to school rules and regulations.**
- **Extreme or unusual clothing, which calls undue attention to the wearer, is a disruption to the educational process.**

Sexual Harassment Policy

It is the policy of the Alternative Learning Center to maintain a safe learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the school staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students through conduct or communications of a sexual nature as defined below.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education or when
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- un-welcomed touching
- Suggesting, or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

- **Any person who alleges sexual harassment by any staff member or student in the school may use the complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints.**
- **Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.**
- **The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.**
- **A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.**
- **A substantiated charge against a student in the school district shall subject that student disciplinary action including suspension or expulsion, consistent with the student discipline code.**

Technology Policy

Luzerne Intermediate Unit 18

Policy No. 815

SECTION: 800 - Operations

TITLE: ACCEPTABLE USE OF COMPUTER NETWORK AND THE INTERNET

ADOPTED:

Revised

815. ACCEPTABLE USE OF COMPUTER NETWORK AND THE INTERNET

1. Purpose

The Luzerne Intermediate Unit 18 (IU) recognizes that information technology tools and network facilities are used to support learning and to enhance instruction. Information technology tools and network facilities allow people to interact with many other computers and networks. It is a general policy that all technologies are to be used in a responsible, efficient, ethical and legal manner. The use of the Luzerne Intermediate Unit 18's information technology tools and network facilities shall be consistent with the Intermediate Unit's mission and the curriculum adopted by the Luzerne Intermediate Unit 18.

2. Definitions

CIPA - The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to offensive content over the Internet on school and library computers. CIPA requirements include the following three items:

1. **Technology Protection Measure** - A technology protection measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors.
2. **Internet Safety Policy** - The Internet safety policy must address, access by minors to inappropriate matter on the Internet The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, unauthorized access including "hacking" and other unlawful activities by minors online, unauthorized disclosure, use, and dissemination of personal information regarding minors, and measures designed to restrict minors' access to harmful materials.
3. **Public Notice and Hearing** - The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing to address a proposed technology protection measure and Internet safety policy.

Child - The term child means an individual under the age of 13 defined in Children's Online Privacy Protection Act of 1998.

Child pornography - means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Definition from Section 2256 of Title 18, United States Code.

COPPA – Children's Online Privacy Protection Act applies to the online collection of personal information by persons or entities under U.S. jurisdiction from children under 13 years of age. It details what a website operator must include in a privacy policy, when

and how to seek verifiable consent from a parent or guardian, and what responsibilities an operator has to protect children's privacy and safety online including restrictions on the marketing to those under 13.

Educational purpose - includes use of the information technology tools, network facilities, and Internet access for classroom activities, professional or career development, and to support Intermediate Unit's curriculum, policy and mission statement.

Fair Use - Notwithstanding the provisions of sections 17 U.S.C. § 106 and 17 U.S.C. § 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, *is not an infringement of copyright*. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Hacking - any attempt to gain unauthorized access (or the unauthorized access) to network facilities or using Intermediate Unit network facilities to attempt or to gain unauthorized access to other networks or computing resources.

Harmful to minors - any picture, image, graphic image file or other visual, sound or written depiction that:

1. Taken as a whole, and with respect to minors, appeals to an inappropriate interest in nudity, sex or excretion.
2. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts or a lewd exhibition of the genitals.
3. Lacks serious literary, artistic, political or scientific value as to minors; depicts extreme violence; promotes intolerance.

Definition from 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254

HIPPA - Health Insurance Portability and Accountability Act, pertaining to the Privacy Rule for Protected Health Information. The Protected Health Information is any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.

Illegal activities/uses - any use of network facilities which violates a municipal ordinance, or local, state, or federal law, including those activities relating to intellectual property rights, trade secrets, the distribution of obscene or pornographic materials or the Family Educational Rights and Privacy Act.

Information technology - any electronic device, computer hardware and software, operating systems, web-based information and applications, telephones and other telecommunications products, video equipment and multimedia products, information kiosks and office products such as photocopiers and fax machines.

Minor - for purposes of compliance with the Children's Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean the age of minority as defined in the relevant law.

Network facilities -

1. Computer hardware and software, electronic connections, electronic devices and other information technology tools used for information processing, as well as peripheral devices connected to these tools.
2. Network bandwidth including Internet bandwidth and other devices necessary to facilitate network connectivity such as e-mail services, file servers, routers, switches, hubs, firewalls, premise wiring, network data ports, etc.
3. Computers hardware and software, electronic connections, electronic devices and other information technology tools used on Intermediate Unit property or used off property that impacts the Intermediate Unit or causes a disruption to the educational environment, or when such use comes in conflict with the Student Code of Conduct or Intermediate Unit policy, whether or not such tools are owned by the Intermediate Unit and whether or not they are connected physically or wirelessly to the Intermediate Unit's information network(s).
4. Computers, electronic connections, electronic devices and other information technology tools while they are connected remotely (from home or elsewhere) to the Intermediate Unit's network.

Online collaboration - using site-based or web-based technology tools to communicate and work productively with other users to complete educationally relevant tasks.

Personal use - incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations or with other system users.

Personal use must comply with this policy and all other applicable Intermediate Unit 's procedures and rules contained in this policy, as well as ISP terms, local, state and federal laws; and must not damage the Intermediate Unit's information technology tools, network facilities and Internet access systems.

Staff - includes administrative, teaching, support and volunteer personnel employed by or voluntarily affiliated with the Luzerne Intermediate Unit 18.

Technology Protection Measure - a specific technology that blocks or filters Internet access.

Technology tools - includes any Intermediate Unit -owned, leased or licensed or user owned personal hardware, software or other technology used on Intermediate Unit premises or at Intermediate Unit events, or connected to the Intermediate Unit network, containing school Intermediate Unit programs or Intermediate Unit or student data (including images, files and other information) attached or connected to, installed in or otherwise used in connection with a computer. Technology equipment includes, but is not limited to, Intermediate Unit and users': desktop, notebook, netbook, tablet PC or laptop computers, servers, firewalls/security systems, distance learning equipment, videoconference units, printers, facsimile machine, cables, modems, and other peripherals, specialized electronic equipment used for students' special educational purposes, Global Positioning System (GPS) equipment, personal digital assistants (PDAs), iPods, MP3 players, USB/jump drives, cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities and configurations, telephones, mobile phones, or wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments and any other such technology developed.

Telecommunications - any system that allows users access to a wide variety of information from electronic networks found on local, state, national and international databases, Internet or intranet servers and other information technology tools. Examples include, but are not limited to, Internet technologies, e-mail, Internet-based discussion groups and bulletin boards.

3. Authority

The Board of Directors (Board) establishes that use of information technology tools and network facilities impacting the Intermediate Unit is a privilege, not a right.

Inappropriate, unauthorized and illegal use may result in cancellation of the privileges of users and appropriate disciplinary action consistent with the Intermediate Unit's disciplinary code.

The information available to students and staff does not imply endorsement by the Intermediate Unit of the content, nor does the Intermediate Unit guarantee the accuracy of information received.

All network and computing resources must meet requirements for established policies, procedures and conditions of the Luzerne Intermediate Unit 18 and any external entity administrating resources to which the network or computing resources are connected.

The Intermediate Unit's Director of Technology, or other authorized school employees, may at any time review the subject, content and appropriateness of electronic communications, Internet access, usage of the Intermediate Unit's information technology or other electronic files and remove them or block the inappropriate use as warranted, or report any violation of these rules to the Intermediate Unit's administration or appropriate law enforcement officials. The Intermediate Unit reserves the right to remove a user account from its network facilities to prevent further unauthorized or illegal activity if this activity is discovered.

The hardware, software, messages transmitted and electronic files created on it are the property of the Intermediate Unit.

Users have no expectation of privacy or confidentiality in the content of electronic communications, Internet access or other electronic files sent and received utilizing the Intermediate Unit 's information technology tools, network facilities or stored in his/her directory. The Luzerne Intermediate Unit 18 reserves the right to monitor, inspect, copy, review and store at any time, without prior notice, any and all usage of its information technology, network facilities and Internet usage and any and all information transmitted or received in connection with such usage. All such information files and user accounts shall be and remain property of the Intermediate Unit.

4. Delegation of Responsibility

The Intermediate Unit shall make every effort to ensure that Intermediate Unit resources are used responsibly by students and staff. Students and staff have the responsibility to respect and protect the rights of every other user in the Intermediate Unit and on the Internet.

All staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, to evaluate and use the information to meet their educational goals and practice proper etiquette and ethical use of Intermediate Unit resources.

The Intermediate Unit shall not be responsible for any information lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The Intermediate Unit is not responsible for any unauthorized charges or fees resulting from access to the Internet.

The Board of Directors for the Luzerne Intermediate Unit 18 endorses the use of technology as an integral part of the Intermediate Unit's instructional program.

The Executive Director shall be responsible for the development of educational programs using technology and global networks and shall establish procedures for the development of such programs.

The Executive Director or designee shall be responsible for developing procedures used to determine whether the Intermediate Unit's technology tools and network facilities are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors or adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board or their designee.
2. Maintaining and securing a usage log.
3. Monitoring online activities of all users.

Unless otherwise denied for cause, student access to onsite Intermediate Unit resources shall be through supervision by the Intermediate Unit staff. All users have the responsibility to respect the rights of all other users within the Intermediate Unit and Intermediate Unit 's technology resources and to abide by the rules established by the Intermediate Unit, its ISP and local, state and federal laws.

5. Guidelines

Network accounts will be used only by the authorized owner of the account for its approved purpose. These accounts will be made available according to a procedure developed by appropriate Intermediate Unit authorities. All staff and students will be granted network privileges after the AUP is signed and must comply with this policy and all other Intermediate Unit policies, procedures and rules, as well as local, state and federal laws. Students who are legally minors will be required to obtain parental signatures on the consent form. All communications and information accessible via the network should be assumed to be the property of the Intermediate Unit and shall not be disclosed. Network users shall respect the privacy of other users on the system.

A guest may receive an individual network account with the approval of the Director of Technology and/or designee if there is a specific Intermediate Unit -related purpose requiring such access after the AUP is signed and must comply with this policy and all other Intermediate Unit policies, procedures and rules, as well as local, state and federal laws. An agreement between the Intermediate Unit and a guest will be required. A parental signature will be required if the guest is a minor.

Prohibitions

The use of Intermediate Unit information technology tools, network facilities and the Internet for illegal, inappropriate or unethical purposes by students or staff is prohibited. More specifically, the following are prohibited:

1. Use of the network for commercial or for-profit purposes, product advertisement, political lobbying or to facilitate illegal activity.
2. Hacking, port scanning, unauthorized attempts to access network resources, creating malicious code, phishing, spamming or use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.
3. The illegal installation, distribution, reproduction or use of copyrighted material on Intermediate Unit information technology or network facilities.
4. Accessing or transmitting files dangerous to the integrity of the district's information technology or network facilities.
5. Attempting to circumvent or disable any filter, information security or other security measure.
6. Attempting to use network facilities while access privileges are suspended or revoked.
7. Use of the network to access materials, images or photographs that are obscene, pornographic, lewd or otherwise illegal.
8. Use of the network to transmit material likely to be offensive, objectionable or inflammatory to recipients such as hate mail, harassment or discriminatory remarks.
9. Use of the network to misrepresent other users on the network, forge electronic mail messages or quote personal communications in a public forum without the original author's prior consent.
10. Loading or use of unauthorized games, programs, files or other electronic media.
11. Use of district information technology tools or network facilities to disrupt the work of others; intentionally disrupt information network traffic or crash the network and connected systems; and the hardware or software of other users shall not be destroyed, modified or abused in any way.
12. Use of the network which results in any copyright violation or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
13. Posting of anonymous messages, possessing any data which might be considered a violation of these rules in paper, electronic or any other form or using inappropriate language or profanity.
14. Revealing personal information or passwords related to any users on the network other than by Intermediate Unit staff in the performance of assigned duties.
15. Use of any social networking or communication medium, on or off campus, that causes a disruption to the educational process (e.g. posting inflammatory comments about another student or staff member).
16. Attaching personal technology tools directly to the network without the express permission of the Program Director or designee.

Security

To the greatest extent possible, users of the Intermediate Unit's network will be protected from harassment and unwanted or unsolicited communication. The security of network facilities is protected through the use of passwords.

Failure to adequately protect or update passwords could result in unauthorized access to personal or Intermediate Unit files. To protect the integrity of network facilities and the safety of users, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual or use any other user's password. If a user suspects someone else has his/her password, the password shall be changed immediately by Intermediate Unit personnel.

2. Users are responsible to log off a computer or secure the computer when it is not in use and are not permitted to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk or having a history of problems with other electronic resources may be denied access to the network.
4. The use of technology tools for the purpose of online collaboration and communication within and among users is a privilege, not a right. Furthermore, any collaborative tool user accounts created by Intermediate Unit personnel or by the end-user for the purpose of completing course curriculum are subject to the guidelines defined by the Acceptable Use Policy of the Luzerne Intermediate Unit 18, regardless of where the access to that technology tool has taken place.
5. Any network user who receives threatening or unwelcome communications or an invitation from Internet contacts to an inappropriate face-to-face meeting shall immediately report the incident to a teacher or administrator.
6. Student users shall not reveal personal information to others, including through e-mail, Internet, etc. that could identify themselves or other users or allow a person to locate the user.
7. Users shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users.
8. Users shall not transfer or download confidential data or data that contains sensitive personally identifiable information via any portable storage devices including USB devices.
9. Users should exercise due diligence in regards to printing confidential data or data that contains sensitive personally identifiable information, including grade reports, health records, IEP's and other records subject to the Health Insurance Portability and Accountability Act.

Filtering

Any Intermediate Unit technology tool utilized by students and staff shall be equipped or connected to with Internet blocking/filtering software or hardware. The Intermediate Unit will also monitor online activities of users through direct observation or technological means to ensure adherence to this policy. Internet filtering software or other technology based protection systems may be disabled by the Director of Technology or his/her designee, as necessary, for purposes of valid research or other educational projects being conducted by users, as determined and approved by a Program Director.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security when using electronic communications and other forms of direct electronic communications.
3. Prevention of unauthorized online access, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information.
5. Restriction of access deemed by the Intermediate Unit to be harmful to minors.
6. Restriction of access to visual depictions that are obscene, child pornography or harmful to minors.

Disclaimer of Warranties/Indemnification

The Intermediate Unit makes no warranties of any kind, either express or implied, in connection with this policy, access to and use of its information technology, or network facilities. The Intermediate Unit shall not be responsible for any claims, losses, damages or costs (including fees) of any kind suffered, directly or indirectly, by any user or his/her parents(s)/guardian(s) arising out of the use of its information technology or network facilities under this policy. Further, the Intermediate Unit is not responsible for damage that may occur as a result of an individual user attempting to connect a personal technology device to any Intermediate Unit-owned device. By signing this policy, the user is taking full responsibility for his/her use, and the user who is eighteen (18) or older, or, in the case of a user under eighteen (18), the parents(s)/guardian(s) are agreeing to indemnify and hold the Intermediate Unit administrators, professional employees and staff harmless from any and all losses, cost claims or damages resulting from the user's access to its network facilities, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user, or if the user is a minor, the user's parent(s)/guardian(s) agree to cooperate with the Intermediate Unit in the event of the Intermediate Unit's initiating an investigation of a user's access to the computer network and the Internet.

Actions Resulting From Misuse

Deliberate and/or negligent abuse of the network, computing resource or any other Intermediate Unit resource could lead to disciplinary action. Any such action would be subject to applicable procedures established by the Intermediate Unit. The network user, whether student or employee may be responsible for restitutions for damages to the equipment, systems or software resulting from negligent, deliberate or willful acts.

All incidents of misuse are to be reported to program directors responsible for the students and staff. The program director or his designee will conduct an investigation to determine the participant and the extent of the misuse.

Consequences of violations include but are not limited to:

1. Suspension of information network access; revocation of information network access; suspension of network privileges; revocation of network privileges; suspension of computer access; revocation of computer access.
2. Revocation of Intermediate Unit issued technology tools, including all mobile devices owned by the Intermediate Unit.
3. Employment suspension; school suspension
4. Employment termination; school expulsion.
5. Legal action and prosecution by the authorities.

Copyright

The illegal use of copyrighted software by students and staff is prohibited.

All software installed on Intermediate Unit technology must be approved by the Technology Director and/or designee for the purposes of network security and licensing.

Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Students shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc. Any Intermediate Unit technology tool utilized by students and staff shall be equipped with Internet blocking/filtering software or connected to content filtering through the network.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet.
2. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
4. Restriction of minors' access to materials harmful to them.

Remedies And Recourses

Anyone accused of any violation has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

The Intermediate Unit has the right to restrict or terminate information network access at any time for any reason. The Intermediate Unit further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

Procedure For Handling Request to Reconsider Information/Materials

In an effort to allow fair and equitable access to educational resources the following procedure has been put in place.

The following procedures are to be observed:

1. All complaints to staff members shall be reported to the Director of Technology or his/her designee, whether received by telephone, letter or in personal conversation.
2. The Technology Department shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the Intermediate Unit.
3. If the complaint is not resolved informally, the complainant shall be supplied with Luzerne Intermediate Unit 18's network policy statement, the procedure for handling objections and a complaint form. The complaint form must be completed and returned before consideration will be given to the complaint.
4. When the request is returned, the reasons for selection of the specific information shall be re-established by the appropriate staff.
5. In accordance with statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for consideration, however, access to questionable materials can be denied to the child (or children) of the parents/guardians making the complaint, if they so desire.
6. The Technology Department will thoroughly review all information provided and make a recommendation to the Technology Director based on the alignment of the complaint to philosophy and goals of the Intermediate Unit.
8. The Director of Technology or his/her designee shall notify the complainant of the decision and send a formal report and recommendation to the Executive Director.

Anti - Bullying Policy

Purpose: The Plains Alternative Learning Center (ALC) is committed to providing all staff and students the opportunity to interact socially and educationally in a non-threatening learning atmosphere. The ALC is tuned into the negative effects of bullying in the educational environment and recognizes that it interferes with the everyday learning process of a student. Bullying of a student, by another student, while on school property, including transportation, is strictly prohibited.

Definition: Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student (s) that has the deliberate intent to hurt, embarrass, or humiliate the other person.

- Physically harming a student (kicking, hitting, spiting, pushing, and invading one's personal space in an aggressive manner)
- Having a student feel that they are in reasonable fear of physical harm.
- Psychological harm by spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

- Cyber-bullying, through the utilization of the internet through Facebook, Twitter, Snap Chat, email, instant messaging, or personal profile websites such as My-Space.

The ALC expects anyone, including students, educators, family members or any other community member, who witnesses or has other knowledge of an incident of bullying, will report the incident to a staff member immediately and with the promise of confidentiality, if desired. Upon awareness of the bullying, school administration will investigate the incident(s), devise a plan to remedy the incident, and then follow through with the appropriate consequences. The disciplinary action may include counseling, a parent conference, in-school suspension, or other consequences as provided in the ALC 2017-2018 Student Handbook.

Any student who retaliates against another student for reporting bullying, extortion, for assisting or testifying in the investigation or hearing may be subject to discipline.

Report any concerns to Mr. Musto at 408-8103 or use the Anonymous Tip Box.